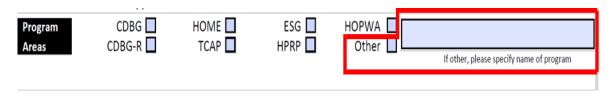## The Consolidated Plan, Annual Action Plan and CAPER in IDIS

**Gaining Access to IDIS**

**1.   How does new staff gain access to IDIS?**

For grantee users, the form to request access for new IDIS users is available at
http://www.hud.gov/offices/cpd/systems/idis/idis.cfm . Fill out the entire form as directed in the instructions. In the "Program Areas" section of the form, mark other and write the desired Consolidated Plan role in the box.



Have the form notarized, per the instructions, and submit to your local CPD Representative. The CPD Representative will forward your form to HUD Headquarters to be processed.

**2.   Can consultants gain access to IDIS to work on a draft plan?**

Consultants may gain access to IDIS to help grantees prepare their plans. Grantees must request access for a consultant who is a new IDIS user, following the same steps used for requesting access for staff that are new IDIS users. If the consultant already has an IDIS ID, the grantee will only need to request access that the consultant be provided with access to their plan.

**3.   I logged into IDIS, but I do not see the Consolidated Plan or Annual Action Plan on the left when I've clicked on Plans/Projects/Activities.**

If you are able to log into IDIS, but you do not see the Consolidated Plan/Annual Action Plan or the CAPER module on your screen, you do not have the correct privileges in IDIS. Contact your local administrator to be given Consolidated Plan/Annual Action Plan or CAPER privileges in the system.

To grant privileges for the Consolidated Plan/Annual Action Plan or CAPER modules in IDIS, the local administrator will click the "Admin" tab along the top of the screen, search for each user profile using the User ID, and click "edit." On the Edit User Profile screen, click the "Grantee" link under Existing User Roles.  On the next screen, click the "Edit Access" link in the Action column. The next screen will display a list of privileges; select the desired Plan and CAPER privileges and click "save." The next time the user logs in, they will see the Consolidated Plan/Annual Action Plan and/or CAPER modules along the left side of the screen under the Plans/Projects/Activities tab.

Instructions for granting Con Plan/CAPER privileges in IDIS were demonstrated in the Orientation Webinar to the Consolidated Plan Template in IDIS, which aired on May 16, 2012. The steps are illustrated in the slides for this webinar, which can be downloaded on the OneCPD Resource Exchange at: https://www.onecpd.info/learning-center/conplan-training/.

**Timeline for Required Submission**

1.  **When is the Consolidated Plan in IDIS required?**

Grantees are required to use IDIS to submit their Consolidated Plan when their next multi-year strategy is due, starting on November 15, 2012.If grantees have an approved multi-year Consolidated Plan, they are not required to use IDIS to submit their Annual Action Plan until the next multi-year strategy is due.

However, there is an optional template in IDIS for a Standalone Annual Action Plan. This template allows grantees to use IDIS to submit their Annual Action Plans before they have a multi-year Consolidated Plan in the system. Once grantees have submitted a Plan in the system, all plans, amendments and CAPERs going forward must be submitted in the system. Grantees are not able to use IDIS to submit a CAPER until an Annual Action Plan (or multi-year Consolidated Plan accompanied by an Annual Action Plan, has been submitted in the system.

2.  **Can I submit my next Annual Action Plan online if I already have an approved Consolidated Plan that is not in IDIS?**

Yes, grantees have the option to submit their Annual Action Plan in IDIS before they have submitted a multi-year Consolidated Plan in the system.  HUD has developed an optional template in IDIS for a Standalone Annual Action Plan to make this possible. Although the use of IDIS is not required until the next multi-year Consolidated Plan is due, once grantees submit an Annual Action Plan in the system, all plans, amendments, and CAPERs going forward must be submitted in the system. Grantees are not able to use IDIS to submit a CAPER until an Annual Action Plan (or multi-year Consolidated Plan accompanied by an Annual Action Plan, has been submitted in the system.

3.  **Can I submit my CAPER online, if I haven't submitted my Consolidated Plan or Annual Action Plan online?**

No. Grantees are not able to use IDIS to submit a full CAPER until an Annual Action Plan (or multi-year Consolidated Plan accompanied by an Annual Action Plan) has been submitted in the system. Once a Consolidated Plan or Annual Action Plan is submitted and accepted in IDIS, the first full CAPER to be submitted in the system will be the CAPER for the year addressed by the plan in the system.

ESG grantees, however, will be required to prepare the ESG portion of their CAPER in IDIS using the ESG-Only CAPER template. Instructions for creating a CAPER template are included in the Manual for Using

IDIS to Prepare the Consolidated Plan, Annual Action Plan, and CAPER/PER. Instructions are located in Section V of the manual in the "Program Year" field of the "Data Entry" table.

Tables in the ESG CAPER cannot be submitted in the system; grantees should enter the data into the system and then downloaded as a Word document to attach to the paper CAPER that is submitted to the Field Office. When an Annual Action Plan is submitted in the system, the entire CAPER with the new ESG tables can be submitted in IDIS.

4.  **Can I submit a Consolidated Plan or Annual Action Plan that has already been approved, so that I can submit my next CAPER in the system?**

No, approved Consolidated Plans and Annual Action Plans should not be submitted in IDIS. Grantees may open a plan in IDIS and enter information from an approved plan to practice using the system, but the status of that plan should not be changed to "Submitted for Review." Entering a practice plan in IDIS will not allow for the use of the CAPER in the system. The CAPER can only be used after a new Annual Action Plan is submitted and approved in the system.

5.  **Do all amendments have to be submitted through IDIS?**

After a plan is submitted in IDIS, all amendments must be submitted in the system. If you have an approved plan that is not in the system, you must continue to submit amendments as you currently do with a revised paper plan.

## The Consolidated Plan and Annual Action Plan in IDIS

1.  **Is there a way to practice in the system? If I enter a practice plan, can I delete the plan?**

Grantees can practice using the templates in IDIS by creating a plan, but not submitting it. The HUD Field Office will not be able to view plans until the grantee has changed the status on screen AD-25 to "Submitted for Review," or "Open in Progress – FO Review." At this time plans cannot be deleted from the system, so it is suggested that grantees use a title or version name that makes it obvious to all users that the open plan is a practice plan. Deleting a plan from the system will be a future enhancement.

2.  **Are the Consolidated Plan and Annual Action Plan screens available in UAT?**

The Consolidated Plan and Annual Action Plan screens are available in the User Acceptance Testing (UAT) version of IDIS. However, because grantees can create multiple plans in IDIS, UAT is not necessary for creating practice plans. Furthermore, data in UAT is periodically updated with data from live IDIS. At the time of such a data update, any plans created in UAT will be lost.

**3.  Can more than one person access a plan at the same time to work on a draft?**

Grantees may request access for as many staff as they would like to work in the system. These staff must be given Consolidated Plan/Annual Action Plan and/or CAPER view, edit and/or submit privileges by the grantee local administrator. Multiple staff may work on the same draft plan in the system; however, staff may not work on the same IDIS screen for the same plan at the same time. Also, if two users try to save the same plan at the same time, one user may receive an error message. As long as staff allows several minutes between attempts at saving the plan, different users may save changes the same plan. Further, because of the connection between the goals set up in the Strategic Plan and the menu of goals available in the Annual Action Plan, staff should not work on the Annual Action Plan goals while a coworker is editing goals in the Strategic Plan. To avoid these types of overlap, it is suggested that grantees print out a blank template as a Word document to work on the plan before entering data and narratives into the system.

Grantees may also open multiple versions of the plan to work on a draft plan, but the information in two different versions cannot be automatically combined in the system. Staff would need to enter information from both versions into one of the draft plans to complete the plan. Only one plan version should be submitted in the system.

**4.  How do I submit an Annual Action Plan in the system if I am not submitting a Consolidated Plan in the system?**

Grantees do not have to wait until their next Consolidated Plan to use the template in IDIS. Grantees with an existing, accepted multi-year Consolidated Plan can prepare and submit an Annual Action Plan without an associated Consolidated Plan entered into IDIS. This is accomplished by creating a new Annual Action Plan in IDIS and choosing "No" in the drop down menu next to the question "Is this Annual Action Plan associated with a Consolidated Plan?" By selecting "no", you are indicating that you do not have an approved Consolidated Plan in IDIS.  This selection will provide you with the template for a standalone Annual Action Plan.

The standalone Annual Action Plan template requires that some basic information from the existing Consolidated Plan be entered into the system, so that Consolidated Plan multi-year goals can be connected to one-year goals in the Annual Action Plan as well as activities and accomplishments recorded throughout the program year automatically in the CAPER.

**5.  Can the eCon Planning Suite be used to amend an approved 5-year Consolidated Plan that was not submitted in the system?**

No, the eCon Planning Suite can only be used for amendments to plans that have been submitted and approved in IDIS. Grantees should not resubmit approved plans in IDIS. Amendments to approved paper Consolidated Plans should be completed using the same process that has been used in the past. Once a grantee has submitted a Consolidated Plan in the system, all amendments must be completed in IDIS.

**6.   How does the Consortium Consolidated Plan and Annual Action Plan work in the IDIS?**

In IDIS, a Consortium Plan is added by the Lead Grantee, who must specify participating grantees and the grant programs that each administers independently, if any.  Once the plan is saved, the system will create a template of the Consortium Plan for the Lead Grantee and Non-housing Community Development Plan templates for each Participating Grantee that receives CDBG. All of the templates will have the same version and title, except that the titles for each of the Participating Grantees will include the name of the grantee.

The Lead will prepare the plan for the consortium as a whole, while grantees receiving CDBG will complete their Non-housing Community Development Plan templates. Participating grantees will be able to view and edit the Plan for the Consortium as a whole, but only the Lead grantee is able to submit the plan. The Lead will have view access to the participant Non-housing Community Development Plans. When the lead and participant templates are complete, the system automatically compiles the plan for the Consortium as a whole and the participant Non-housing Community Development plans under one cover. The compiled plan is and submitted as one document by the Lead Grantee in IDIS.

**7.   Are there new questions in the Consolidated Plan template in IDIS, or are the narratives the same as the CPMP template?**

The Consolidated Plan template in IDIS follows the existing regulations and includes the conforming HEARTH changes, but does not make any additional changes to the regulations or include new requirements. The narratives are based on the CPMP narrative template, but the structure has been changed and many of the narrative sections have been, reworded, combined or reorganized as tables. Grantees will see some new narrative questions to help guide data analysis and the description of a strategy. These questions are based on existing regulations and do not include any new requirements.

**8.   Is there a way to input CPMP data into the Consolidated Plan screens in IDIS?**

No, there is not a way to input data directly from CPMP into the Consolidated Plan or Annual Action Plan templates in IDIS. Additionally, the tables from CPMP have been reformatted so the information gathered is not exactly the same as the data input into the CPMP tables.

**9.   Can grantees enter resources that they do not administer in the Expected Resources screen?**

Yes, grantees can enter any resources that they expect to have available during the planning period. This can be accomplished by clicking the "add" button in the bottom right corner of the table.

**10. Is the AP-35 Projects screen applicable to State grantees?**

The AP-35 screen is available to State grantees, but not required. Some States administer HOME directly and may choose to describe their HOME projects on these screens.

**11. Are users required to complete the geographic priorities screen?**

Yes. Grantees are required to answer the narrative question regarding how investments are distributed geographically within the grantee jurisdiction; however the use of target areas is not required. The regulations encourage jurisdictions and States to identify areas where "geographically targeted revitalization efforts are carried out through multiple activities in a concentrated and coordinate manner," however this is not a requirement.

**The CAPER in IDIS**

**1. How do I access the ESG tables in IDIS if I have not submitted an Annual Action Plan in the system yet?**

To access the new ESG CAPER tables, before an Annual Action Plan has been submitted in the system, set up a CAPER in IDIS and select ESG only. This will allow access to the ESG screens with new CAPER tables. Instructions for creating a CAPER template are included in the Manual for Using IDIS to Prepare the Consolidated Plan, Annual Action Plan, and CAPER/PER. Instructions for creating an ESG CAPER are located in Section V of the manual in the "Program Year" field of the "Data Entry" table.

Tables in the ESG CAPER cannot be submitted in the system; grantees should enter and save the data into the system and then downloaded as a Word document to attach to the paper CAPER that is submitted to the Field Office. When an Annual Action Plan is submitted in the system, the entire CAPER with the new ESG tables can be submitted in IDIS.

**2. Does the CAPER template in IDIS include the HOPWA APR?**

No, the CAPER template in IDIS fulfills the CAPER requirements at 91.520 for HOPWA formula grantees. HOPWA competitive grantees must continue to complete the HOPWA APR to fulfill year-end reporting requirements.

**3. Since the Annual Action Plan includes activities that may span multiple years, how do I report progress on prior year activities in the CAPER in IDIS, if I will have only submitted one Annual Action Plan in the system?**

For the first year that grantees submit a CAPER in IDIS, they will need to enter accomplishments from prior years if they contribute to any of the goals described in that year's Annual Action Plan. The HUD Field Office will continue to review IDIS reports as they have in the past when reviewing the CAPER.

**Downloading a Word Version of the Plan**

1. **Will citizens access the system to view the plan for public participation?**

The public will not be able to access IDIS to view Consolidated Plans. Grantees must download the plan as a Word document to post for public comment. This can be accomplished by clicking the "Download as a Word Document" button on the Menu screen. When plans are submitted and accepted in the system, HUD will also post a PDF of the plan on the HUD website.

2. **Can a blank template be printed through IDIS?**

Yes, a blank template of the plan can be printed by clicking on the "Download as a Word Document" button on the Consolidated Plan or Annual Action Plan Menu screen. Some of the screens are interactive (e.g. the Strategic Plan screens), so it is suggested that you refer to the screens in IDIS or the manual if you have questions about any of the tables as they appear on the blank template.

3. **Does the system generate a new Word Document every time it's saved?**

The system will generate new a Word Document every time a user clicks the "Download as Word Document" button on the Consolidated Plan or Annual Action Plan Menu screen. The system will always produce the most up to date version of your plan, so if you have saved changes to the plan they will be included when you download the plan as a Word document.

**Mailing Certifications and the SF-424**

1. **Can the Certifications and SF-424 be submitted to HUD in IDIS?**

No, the Certifications and SF-424 require a wet signature, so they must be mailed to the HUD Field Office. The system allows grantees to upload their Certifications and SF-424 so that the documents can be kept in one place, but this does not fulfill the requirement to submit original signed copies of these forms. Note that the Plan cannot be considered complete without signed copies of the Certifications and SF-424.

2. **May we scan a copy of the signed Certifications and SF-424 and send scanned copies instead of signed originals to HUD?**

No, an original signed copy of the Certifications and SF-424 must be received by the HUD Field Office. At this time the requirement to submit these documents is not fulfilled by mailing or emailing scanned copies or uploading scanned images of the signed Certifications and SF-424 into IDIS.

**3. How can a grantee confirm that the attachments have been uploaded properly to IDIS?**

When an attachment to a Consolidated Plan is uploaded into the system, it will appear on the screens in IDIS. At this point only the image attachments uploaded into the body of the plan can be viewed in the Word version of the plan, other attachments can be viewed on the administration screen.

In addition, there is a known error with uploading attachments to the Standalone Annual Action Plan template. Attachments do not appear on the screen or in the Word report. The image attachments (cover page image, report header image, and page header) can be successfully uploaded and viewed on screen AD-26, but attached appendices do not appear after being uploaded. Grantees completing a Standalone Annual Action Plan template should mail any attachments to the Field Office with the Certifications and SF-424.

## CPD Maps

**Planning Data**

**1. When will the 2006-2010 American Community Survey data be used for the eCon Planning Suite?**

Survey data from the Census prior to the 2006-2010 American Community Survey is based on the 2000 census tracts, while the 2006-2010 and later surveys will be based on 2010 census tracts until 2020. Because the CHAS data lags one year behind the ACS data, CPD Maps cannot change to the 2010 census tracts until the CHAS data from the 2006-2010 ACS is available. At that time, HUD will load the 2006-2010 ACS along with the 2006-2010 CHAS data; both based on the 2010 census tracts. HUD anticipates update will occur early in 2013. After this update, ACS and CHAS data will be updated annually.

**2. Is 2010 block group level data available to update CDBG eligible census tracts and to determine area of benefit?**

The GIS database that feeds the Consolidated Plan template in IDIS and CPD Maps does not contain block group level data. This is based on guidelines from the US Census Bureau regarding the reliability of block group level data in the 2005-2009 ACS and 2005-2009 CHAS. Until this survey data is more reliable, block group level data will not be available through these tools. Further, CPD Maps is not intended to be used to calculate whether the service area of a specific activity meets CDBG program requirements regarding the low- and moderate-income area of benefit national objective. Grantees should continue to follow the guidance provided by the CPD Office of Block Grant Assistance at http://www.hud.gov/offices/cpd/systems/census/lowmod/.

**Mapping Tool**

1. **Is a particular browser needed to use CPD Maps?**

   No. CPD Maps is designed to function in any internet browser with an up-to-date Flash plug-in. But, whichever browser you use, when working with the CPD Maps Reports widget, you will want to ensure that your pop-up blocker is turned off.

2. **Can users upload their own data into CPD Maps to be displayed on the map?**

   There is currently no mechanism for displaying data from other sources in CPD Maps. During the development of CPD Maps, it was determined that HUD does not have the resources to review and validate local data sources for display , so we were not able to provide a mechanism for adding local data to CPD Maps.HUD understands that this is important to many grantees, so we are continuing to explore options that would allow users to upload local data for their own use without adding it to the CPD Maps database for all users. At this time we do not have a solution, but hope to add this functionality in the future.

3. **Can map layers be exported into ArcGIS?**

   A subset of the data that is displayed through CPD Maps is available as a map service to be pulled into other mapping software, such as ArcGIS. These map services can be found at [http://egis.hud.gov/ArcGIS/rest/services/public](http://egis.hud.gov/ArcGIS/rest/services/public). The layers include HUD assisted housing (public housing, multifamily, voucher concentration, and LIHTC), Fair Market Rents, CDBG, HOME and NSP assisted activities by activity category, HUD grantee areas, and NSP target areas. As with other public map services, these map layers are accompanied by some background data. The data that you will be able to see if you pull these layers into your software will be the same as the data a user in CPD Maps would see if they used the Identify Tool and clicked on a specific point on the map. You will not be able to manipulate the data; it is only available to be displayed on the map.

4. **Where can I find definitions for the variables displayed on the map?**

   The definitions for variables that can be displayed on the map using the Map Selection Tool can be found in the [CPD Maps Glossary](#), which is posted on the "eCon Planning Suite: Mapping" page on the Consolidated Plan website at: [http://www.hud.gov/offices/cpd/about/conplan/cpdmaps/index.cfm](http://www.hud.gov/offices/cpd/about/conplan/cpdmaps/index.cfm). This glossary also includes definitions for other terminology used in CPD Maps.

5.  **Is there a way to download a list of assisted properties or activities in my jurisdiction?**

    No. The only way to obtain a list of these properties at this time is to use the identify tool to click on each property individually and record the name of the property yourself. HUD is exploring adding this ability to a future version of CPD Maps.

6.  **How do I print the grantee summary?**

    At this time, the only way to print the grantee summary is to print a screenshot; however, HUD is planning to include this in a fall update to CPD Maps.

7.  **What is the timeframe for investments displayed in CPD Maps?**

    HOME and CDBG activity data in CPD Maps are pulled directly from a near-real-time interface with IDIS. The data only includes completed activities with a valid address in IDIS that could be assigned a geocode and reflects all activities entered in IDIS since 1982. IDIS has only prompted users to validate the activity addresses since November 2010. Activity addresses entered prior to that time have been assigned geocodes and included in CPD Maps, but these addresses may be less reliable. As a future enhancement, we are considering adding activities in progress with valid addresses to the map.

8.  **Is there any way to narrow the timeframe for mapping investments?  For example, can I display only activities completed in the last 5 years?**

    At this time, CPD Maps does not allow users to specify a time period for investments displayed on the map based on their completion date (e.g. completed within the last 5 years). We will consider this for a future enhancement of the tool.

9.  **Does the map capture and if so, how does it show for projects/activities that are "Citywide"?**

    Projects that are citywide, or projects that do not have a specific address associated (e.g. area of benefit activities) are not captured on the map. In order for activities to be displayed in CPD Maps, a valid activity address must have been entered in IDIS.

10. **Why does CPD Maps display investments outside of my jurisdiction's boundary?**

    When you turn on the map layer for HOME or CDBG activities, all activities will appear on the map, regardless of which grantee is responsible for the activity. If you find activities associated with your grantee jurisdictions that are located outside the City's boundaries, this may be an error in the address that was entered into IDIS or it may be a geocoding error. If you find this error, contact cpdmaps@hud.gov to report the error so that it may be addressed.

**Help and Technical Assistance**

1.  **Is there a help desk number or email for staff having problems with the template in IDIS or CPD Maps?**

    At this time, users should email conplan.mailbox@hud.gov to report problems with or ask questions about the template in IDIS and cpdmaps@hud.gov to report problems with or ask questions about CPD Maps. HUD staff monitors these email boxes regularly and will respond to your questions. This fall, CPD will launch a virtual help desk to respond to questions and issues related to all CPD programs and systems. This system will be launched in phases, beginning with the Consolidated Plan. Visit the OneCPD Resource Exchange at https://www.onecpd.info/ and subscribe to the Consolidated Plan updates as part of the OneCPD Mailing List to be notified when the virtual help desk is open for the Consolidated Plan.

2.  **Will Technical Assistance be offered for every jurisdiction?**

    Technical assistance will not be automatically offered to every jurisdiction. At this time, grantees that would like technical assistance should request it through their CPD representative in their local HUD field office who will inquire about the availability of technical assistance on the grantees behalf.

3.  **Will you be holding in-person trainings for grantees?**

    Due to resource constraints, CPD is scheduling limited in-person trainings for grantees, based on need. However, CPD is hosting a series of webinars to demonstrate the features of the eCon Planning Suite. Announcements about upcoming webinars can be found on the Training/TA page of the Consolidated Plan website at: http://www.hud.gov/offices/cpd/about/conplan/cp_training_ta.cfm.  Recordings and slides for past webinars can be found on the OneCPD Resource Exchange at: https://www.onecpd.info/learning-center/conplan-training/.

    Users can also download manuals for both the Consolidated Plan template in IDIS (http://www.hud.gov/offices/cpd/about/conplan/pdf/conplan_manual.pdf) and CPD maps (http://www.hud.gov/offices/cpd/about/conplan/pdf/cpdmaps_deskguide.pdf).

4.  **Where can I find the webinar slides and recordings?**

    Recordings and slides for eCon Planning Suite webinars can be found on the OneCPD Resource Exchange at: https://www.onecpd.info/learning-center/conplan-training/.